

CLYDE L. GARRETT
17TH DIST. TEXAS

MEMBER OF
COMMITTEE ON
POST OFFICE AND POST ROADS

Congress of the United States
House of Representatives

Washington, D. C.

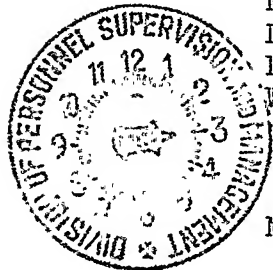
February 28, 1940

J. W. COCKRILL
SECRETARY

HOME ADDRESS:
EASTLAND, TEXAS

E/JW Moore
Abilene

RECEIVED



Mr. William Brownrigg
Director of Personnel
Department of Justice
Washington, D.C.

My dear Mr. Brownrigg:

FEB 29 1940 AM

It has come to my attention that
Mr. J. Walton Moore of 913 Seventh St. N.E. has made
application for a position in the Department of Justice.

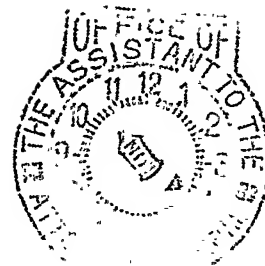
Mr. Moore is a very capable young
man with excellent background in his studies and should
make a very efficient employee.

I would deem it a personal favor
if you would give his application every consideration
possible.

With cordial best wishes and kindest
personal regards, I am

Very sincerely yours,

CLYDE L. GARRETT



FEB 29 1940 AM

March 4, 1940

Honorable Clyde L. Garrett
House of Representatives
Washington, D. C.

My dear Mr. Congressman:

This acknowledges the receipt of your letter of February 23, addressed to Mr. William Brownrigg, Director of Personnel, in behalf of Mr. J. Fulton Moore, of 913 Seventh Street, Northeast, who is desirous of obtaining a position in this Department.

Please be assured that Mr. Moore will receive every consideration in the event of a vacancy to which one possessing his qualifications may be appointed.

With kind regards,

Sincerely yours,

Edward G. Kemp

Edward G. Kemp
Assistant to the Attorney General

Wura
2-JMH

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: Mr. J. Walton Moore

Date: April 8, 1940

Present Status

- | | |
|--------------|---|
| 1. Title: | 2. Grade: |
| 3. Salary: | 4. Seat of Government: ()
Field: () |
| 5. Division: | 6. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |

Proposed Change

- | | |
|---|---|
| 7. Title: Messenger | 8. Grade: CU 3 |
| 9. Salary: \$1200 per annum | 10. Seat of Government: (SOG)
Field: () |
| 11. Division: Two,
Identification Division | 12. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |
| 13. Effective: With entry on duty | 14. Position: Additional: ()
Vice: Harry L. Carrico - #906
transferred
Identical: |
15. Remarks: Recommended for appointment as a Messenger.

OK - H.W.
4-13-40

Respectfully submitted,

J. E. Hoover
Director, Federal Bureau of Investigation.

Requirements as to Classification Act:	Efficiency ()	Date	Initial
	Average provision ()		

____ approved: _____

The Administrative Assistant
to the Attorney General.

Funds certification:

____ approved: _____

Matthew McGuire
The Assistant
to the Attorney General.

No Unobligated Balance L

APR 9 1940

Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: **Mr. J. Walton Moore**Date: **April 11, 1940**Present Status

- | | |
|--------------|---|
| 1. Title: | 2. Grade: |
| 3. Salary: | 4. Seat of Government: ()
Field: () |
| 5. Division: | 6. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |

Proposed Change

- | | |
|---|---|
| 7. Title: Messenger | 8. Grade: CU 3 |
| 9. Salary: \$1200 per annum | 10. Seat of Government: (Sec)
Field: () |
| 11. Division: Two,
Identification Division | 12. Appropriation: "Salaries and Expenses,
Federal Bureau of Investigation" |
| 13. Effective: with entry on duty | 14. Position: Additional: ()
Vice: Harry L. Carrico -
transferred
Identical: |
15. Remarks: **Recommended for appointment as a Messenger.**

Respectfully submitted,

J. E. Hoover

Director, Federal Bureau of Investigation.

Requirements as to Classification Act:	Efficiency () _____	Date _____	Initial _____
	Average provision () _____		

approved: _____
The Administrative Assistant
to the Attorney General.

Funds certification:

approved: _____
The Assistant
to the Attorney General.

No Unobligated Balance L

APR 9 1940

Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

B37:3f

April 8, 1940

Mr. J. Walton Moore,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Moore:

You are hereby appointed a Messenger in the Federal Bureau of Investigation, Department of Justice, effective with your entry on duty. Your salary will be at the rate of \$1200 per annum in Grade GS-3, payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation," DEPARTMENTAL.

You should execute the required oath of office and personal history blank.

Respectfully,



Attorney General.

By the Attorney General:

The Assistant to the Attorney General.

Vice: Harry L. Carrico, transferred
Identification Division, Division 2

GPO 16-12523



APR 10 1940

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Justice F. B. I. Date April 8, 1940

1. Name in full (Mr., Miss, or Mrs.) Moore James Walton
(Surname) (Given name) (Middle name)
2. Present address 913 7th N.E. Washington D.C.
(Number) (Street) (City) (State)
3. Legal (voting) residence Texas 17 Taylor Abilene
(State and Congressional District) (County) (City or town)
4. Where born Georgia Hartwell When born Oct. 5. 1919
(State or foreign country) (City or town) (Month Day Year)
5. If foreign-born, state whether naturalized or alien

6. Indicate sex, marital condition, and race by check, thus: ☒ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male	Female	Single	Married	Divorced	Widowed	White	Colored
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	

7. Number and ages of dependents domiciled with you

8. A complete record of your past service for the United States Government other than military or naval: none

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below: none

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
	Position Department or office	
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below:

no
(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

no
(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (✓) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
<input checked="" type="checkbox"/>							

Enlisted no Discharged _____ Enlisted _____ Discharged _____
Rank _____ Rank _____ Rank _____ Rank _____
Organization _____ Organization _____ Organization _____ Organization _____

[OVER]

Reported on Notice PL-3333

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) Speak Chinese (Mandarin).

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
<u>Ernst Gussman</u> <u>Abilene, Texas</u> <u>Dry Goods Store</u>	<u>I worked as clerk</u> <u>part time for about</u> <u>four months</u>	<u>Four months</u>

15. Education. Indicate by circling the number of years:

Common school							High school			College			(Name of college, degrees, and dates conferred)
1	2	3	4	5	6	7	1	2	3	1	2	3	<u>Hardin Simmons University</u>
						⑨			②			④	

16. In case of emergency, notify Martha Jane Moore
Relationship sister Post office address Baptist Seminary Fort Worth, Texas

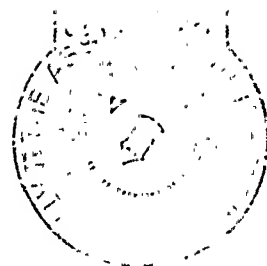
I certify that the foregoing answers are correct to the best of my knowledge and belief.

J. Walton Moore
(Name as usually written and which will be used as official signature)

RECEIVED
FEB 20 1940
FEB 20 1940
RECEIVED

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States



APR 27 1940 AM

Justice

(Department or Establishment)

F. B. I.

(Bureau or Office)

I, James Walton Moore, do
(Name in full, printed or typed)

solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

J. Walton Moore.
(Signature of Appointee)

Subscribed and sworn to before me this 8th day of April, A. D. 1940
at Washington D.C.,
(City or place) (State)

[SEAL]

W. H. H. H. H. H.
Notary Public
7

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

June 15, 1944

Position to which appointed Messenger

Date of entrance on duty April 8, 1940

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: **Mr. J. Walton Moore**Date: **May 3, 1940**Present Status

- | | | | |
|--------------|-------------------------------------|------------------------|--|
| 1. Title: | Messenger | 2. Grade: | CU 3 |
| 3. Salary: | \$1200 per annum | 4. Seat of Government: | (SOG) |
| | | Field: | () |
| 5. Division: | Two, Identification Division | 6. Appropriation: | "Salaries and Expenses, Federal Bureau of Investigation" |

Proposed Change

- | | | | |
|----------------|---|---------------------------|--|
| 7. Title: | Junior File Clerk | 8. Grade: | CAP 2 |
| 9. Salary: | \$1440 per annum | 10. Seat of Government: | (SOG) |
| | | Field: | () |
| 11. Division: | Identification, Assembly Section | 12. Appropriation: | "Salaries and Expenses, Federal Bureau of Investigation" |
| 13. Effective: | May 16, 1940 | 14. Position: Additional: | () |

Vice: [redacted]
transferredb6
b7C

Identical:

15. Remarks:

Respectfully submitted,



Director, Federal Bureau of Investigation.

Requirements as to Classification Act:	Efficiency ()	Date	Initial
		_____	_____
	Average provision ()	_____	_____

_____ approved:

The Administrative Assistant
to the Attorney General.

Funds certification:

_____ approved:

The Assistant
to the Attorney General.

MAY 4 1940

Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

DEPARTMENT OF JUSTICE
PERSONNEL RECOMMENDATION SHEET

Name: Mr. J. Walton Moore

Date: May 3, 1940

Present Status

- | | | | |
|--------------|---------------------------------|------------------------|---|
| 1. Title: | Messenger | 2. Grade: | CU 3 |
| 3. Salary: | \$1200 per annum | 4. Seat of Government: | (SOG) |
| | | Field: | () |
| 5. Division: | Two,
Identification Division | 6. Appropriation: | "Salaries and Expenses,
Federal Bureau of Investigation" |

Proposed Change

- | | | | |
|----------------|-------------------------------------|---------------------------|---|
| 7. Title: | Junior File Clerk | 8. Grade: | CAF 2 |
| 9. Salary: | \$1440 per annum | 10. Seat of Government: | (SOG) |
| | | Field: | () |
| 11. Division: | Identification,
Assembly Section | 12. Appropriation: | "Salaries and Expenses,
Federal Bureau of Investigation" |
| 13. Effective: | May 16, 1940 | 14. Position: Additional: | () |

Vice: [redacted] transferred to field.

b6
b7c

Identical:

15. Remarks:

*OK. shown.
5/7/40*

Respectfully submitted,

J. E. Hoover

Director, Federal Bureau of Investigation.

Requirements as to Classification Act:	Efficiency () _____	Date _____	Initial _____
	Average provision () _____		

approved:

The Administrative Assistant
to the Attorney General.

Funds certification:

approved:

Matthew F. McGuire

The Assistant
to the Attorney General.

MAY 4 1940

Note: If more than one personnel change is proposed, schedule the same on a separate sheet under captions 1 to 15 above, and attach hereto.

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

HR-121



May 3, 1940.

MAY 16 1940

Mr. J. Walton Moore,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Moore:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: ~~Messenger~~

Assignment: ~~Identification Division, Division Two~~

Grade: ~~GS-3~~ Salary: ~~\$1200 per annum~~

Appropriation: ~~"Salaries and Expenses, Federal Bureau of
Investigation," DEPARTMENTAL.~~

To

Position: Junior File Clerk

Assignment: Assembly Section, Identification Division

Grade: GS-2 Salary: \$1440 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation," DEPARTMENTAL.

Effective: May 16, 1940.

Respectfully,

Attorney General.

By the Attorney General:

WILLIAM F. WHELAN

The Assistant to the Attorney General.

16-13515

Vice



transferred.

b6
b7c

AFFIDAVIT TO SUPPORT CLAIM FOR OCCUPATIONAL DEFERMENT

INSTRUCTIONS.—This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant owns and operates his own business, he may fill out this form himself.

All parts except Part E should be filled out for a registrant engaged in a business, occupation, or profession.

Parts A, E, F, G, and H should be filled out for a registrant pursuing a course of instruction in preparation for work necessary to the National Defense.

A. IDENTIFICATION OF REGISTRANT:

1. Local Board No. 10 (County) Washington (City) D. C. (State)
2. Name of registrant J. WALTON MOORE Order No. _____

B. INDUSTRY, BUSINESS, OR SERVICE IN WHICH REGISTRANT IS ENGAGED:

1. Name of firm, corporation, partnership, etc. Federal Bureau of Investigation, United States Department of Justice
2. Description of industry or other activity See attachment
3. Is the activity seasonal? No If so, what is the season? _____
4. Has your product or service any relationship to the National Defense production program? Yes If so, specify As mentioned under B. 2, the Bureau has sole investigative jurisdiction over all violations pertaining to the internal security of the United States.
5. Is your product or service necessary to the health, safety or interest of the community or the Nation? Yes If so, specify See attachment
6. (a) Have you any National Defense contracts or subcontracts? _____ If so, specify _____
- (b) Do any of the above contracts carry specific priority ratings? _____ If so, specify _____
7. Approximate percentage of product or service currently produced for use of—
- (a) The general public _____ See attachment
- (b) The Government _____
- (c) A primary contractor of the Government _____ Explain item (c) here _____

8. If an agricultural pursuit, state:

(a) Size and type of farm.....

(b) Number of acres under cultivation..... Number of livestock, poultry, etc.

(c) Principal product

(d) Number of persons employed for wages

C. OCCUPATION OF REGISTRANT:

1. What is the title of his present job or position? Clerk, Identification Division

2. On what date did he enter upon present duties? April 8, 1940

3. What is his weekly rate of pay? \$1440 annually (CONFIDENTIAL)

4. Is he a— { ☒ Regular employee. ☐ Other (specify):
(Check one) { ☐ Seasonal employee.
 { ☐ Temporary or occasional employee.

5. Has he a journeyman rating?

6. Is he— { ☐ Skilled. See attachment D. 6. a.
(Check one) { ☐ Semiskilled. ☐ Unskilled.

(a) Is he in training as an apprentice or learner? (State which)

(b) How long has he been in such training?

(c) On what date will he complete his training?

(d) For what work is he preparing?

7. (a) Give an ACCURATE and FULL description of his duties. (If possible use United States Employment Service job specifications) See attachments B. 2 and D. 6. a.

(b) On what specific product or service is he primarily engaged? See attachment B. 2.

8. Is the registrant trained or experienced in more highly skilled work than that in which he is now engaged?

If so, specify

D. DATA RELATIVE TO "NECESSITY" OF THE REGISTRANT:

(See last page of this form for definitions of "necessary man" and regulations regarding deferment.)

1. Have you had difficulty in recruiting workers with the registrant's qualifications or skill? Yes If so, explain action taken, and results See attachment

2. Do you anticipate that you would have difficulty in recruiting workers with the registrant's qualifications or skill now or in the future? Yes If so, upon what grounds do you base your anticipation? See attachment D. 1

3. Would the registrant's removal cause a material loss of effectiveness in your activity? Yes If so, upon what grounds do you base your statement? See attachments D. 1 and D. 5

4. Would the registrant's removal cause such a serious interruption or delay in your activity that it would impede the National Defense program? Yes If so, upon what grounds do you base your statement? See attachments D. 1 and D. 5

5. (a) How many persons of similar skill or training do you employ? 12
(b) Are you expanding that part of your business that requires the services of the registrant's special qualifications or skill? Yes If so, specify in detail See attachment

6. (a) How long does it take to train a person in the registrant's qualifications or skill? See attachment
(b) How many persons are you now training in these qualifications or skill to replace separated workers?
To fill newly created jobs? 200

E. STUDENTS AND OTHERS IN TRAINING:
(To be filled in by appropriate official of school or institution.)

1. Name and type of school or institution _____ (Name)
_____ (Type) Location _____ (City) _____ (State)
2. Designation of course pursued by registrant _____
3. For what certificate or license (if any) is he preparing? _____
4. Length of time already spent in course _____
5. How has he progressed to date? _____
6. On what date do you expect the registrant to complete this training? _____
7. Has he offers or contracts of employment after completing the course? _____ If so, specify _____

F. EMPLOYER'S (OR SCHOOL OFFICIAL'S) STIPULATION:

1. Based on the definitions given below in "Excerpts from Selective Service Regulations," I/we recommend classifying this registrant in Class II-B
(II-A or II-B)
2. Deferment of this registrant is requested for Indefinite
(Length of time)
3. It is agreed that I/we will notify registrant's Local Board of the resignation, dismissal, failure to make progress in training, or a change in the nature of the employment of the above-named registrant.
4. The registrant is not related to any of the executive officers of this employing unit. The above relationship, if any,
(Is, is not)
is _____

G. REMARKS: _____

H. JURAT:

I, J. Edgar Hoover do solemnly swear (or affirm) that
(Name)
I am the Director of the Federal Bureau of Investigation
(Official position) (Name of employing unit, or school or institution)
and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 1st day of October, 1941.

(Signature)

(Signature of official administering oath)

THE OATH REQUIRED BY THIS FORM MAY BE ADMINISTERED BY:

1. Any civil or military officer authorized to administer oaths generally or in military administration.
2. Any member of a Local Board or Board of Appeal, or the clerk of such board.
3. Any government appeal agent.
4. Any member or associate member of an Advisory Board for Registrants.
5. Any Postmaster.
6. Any other person authorized by the Selective Service Regulations to administer oaths.

No fee shall be charged by any person for administering the oath required on this form.

EXCERPTS FROM SELECTIVE SERVICE REGULATIONS

351. "Necessary man" defined.—A registrant shall be considered a "necessary man" in industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, including training or preparation therefor, only when all of these conditions exist:

- (a) He is, or but for a seasonal or temporary interruption would be, engaged in such activity.
- (b) He cannot be replaced satisfactorily because of a shortage of persons with his qualifications or skill in such activity.
- (c) His removal would cause a material loss of effectiveness in such activity.

352. Composition of Class II.—(a) In Class II-A shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is necessary to the national health, safety, or interest in the sense that it is useful or productive and contributes to the employment or well-being of the community or the Nation.

(b) In Class II-B shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is essential to the national health, safety, or interest in the sense that a serious interruption or delay in such activity is likely to impede the National Defense program.

353. Length of deferments for Class II-A.—(a) Class II-A deferments shall be for a period not longer than 6 months, at the expiration of which time the deferment shall cease. Upon the expiration of any such period, the case of the registrant shall be reopened and his classification considered anew in the manner provided in Section XXX, and, if the facts warrant, the registrant may again be classified in Class II-A for a further period not to exceed 6 months.

(b) Class II-B deferments shall not be limited as to the period during which they shall be effective. The case of a registrant classified in Class II-B may be reopened and his classification considered anew in the same manner and for the same reasons as any other classification. (See Section XXX.)

B. 2.

The Federal Bureau of Investigation has been designated as the sole civilian Government investigative agency, having jurisdiction over the investigation of matters pertaining to the national defense, that is, espionage, sabotage, registration of foreign principals and the like. Further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnapping, extortion, white slave traffic, the National Motor Vehicle Theft Act, and numerous others. The Federal Bureau of Investigation has also been designated by Congress as the agency officially responsible for the tabulation and dissemination of police statistics for the entire country. Under an Act of Congress these statistics are gathered and are distributed to thousands of interested police and affiliated agencies each quarter so that trends of crime, crime records, and crime control can be known to those in whom it is of most interest. Further than this, the Federal Bureau of Investigation has been designated as the agency having jurisdiction over the classification and maintenance of fingerprint records, not only on a national basis, but on an international basis. We have some twenty-three million sets of fingerprints on hand today. We are receiving the fingerprint records of all persons enlisted or being inducted into the Army and enlisted in other military services. Thousands of persons in public utility positions are fingerprinted and the prints are retained in our files. Those working in national defense industries on many occasions are fingerprinted, their prints being included in our files. Our Government employees' prints are included. We are receiving thousands of criminal fingerprints from all police agencies in the country daily and it is essential that we immediately be able to notify the arresting agency of the criminal record of the individual because he may be wanted for more serious crimes in other sections of the country and if he is to be released on a mere vagrancy or other charge, he may be set free to continue his depredations on society. We have eighty-nine foreign countries participating in our international exchange of fingerprints. Hundreds of international crooks are brought to task yearly through the media of this service we have rendered.

Our Criminology Laboratory handles the scientific examination of evidence in cases investigated by Federal and local law enforcement agencies. A great deal of their work is done in the examination of suspected sabotage cases at the present time. The scientists in that Laboratory have lectured throughout the country on bombs and explosives so that local police agencies may be adequately prepared to handle any such matters which might arise under their jurisdiction.

There are contained in our Files Section the files of hundreds of thousands of individuals whose activities are of the greatest importance to the country today. The work of the Files Section and the records of that section which have to do not only with the investigation of kidnapping, extortion, bank robbery, and like cases but also the investigation of our espionage, sabotage, foreign agent cases, and others, are of course accessible to clerical employees working in that unit. It is most essential that only the most trusted employees be so assigned.

B. 5.

The work of the Federal Bureau of Investigation is of the utmost importance in the national defense. It is essential that thoroughly qualified personnel of the highest integrity and background be secured for every position in the Bureau. Our work is the guarding of the internal security of the country, not only in national defense matters, but in the control of those criminals who previously had terrorized the country in waves of bank robbery, kidnapping, extortion, white slavery, automobile theft, and numerous other crimes. There is no doubt whatsoever in the minds of law enforcement officials that should any group be permitted to have the assurance that their activities were being minimized during the present national emergency, we would have a tremendous country-wide wave of crime in that particular category in a very short period of time. It is, therefore, essential that from a national defense standpoint and from a public security standpoint the Bureau maintain its qualified staff at an absolute maximum in order to continue to have control of the criminal element under its jurisdiction.

B. 7. a. b. c.

The Federal Bureau of Investigation is primarily a service agency. We serve our Government and the public. We cannot determine the amount of work which is going to be referred to us. If there is a crime wave of local or national significance at any time the work of the Bureau is increased in comparison. Our identification, laboratory, and crime statistics facilities reflect very definitely the trends in the country. We must have available personnel to properly handle the thousands of fingerprint records being received by us daily. We are at the present time receiving approximately twenty-three thousand sets of prints daily. We must have a scientific staff in the laboratory to examine scientific evidence. We must have an investigative force of sufficient size to handle the work being referred to us. We must have a clerical and supervisory staff of sufficient size to render the service to our investigative, identification, laboratory, and statistical staffs so that we may have the benefit of the wealth of information in our various files. The work of the Federal Bureau of Investigation has increased so tremendously that every employee in the Bureau, regardless of his position, is performing a tremendous amount of overtime service. Our Special Agent investigators are performing no less than four hours a day overtime service. In the present emergency we have found it necessary to curtail leave because of inadequate personnel and many of our men have worked over long periods of time without having any time off for vacation.

D. 1.

The additional duties imposed upon the Bureau since the declaration of the national emergency have made it necessary that our staff be more than doubled. From the information furnished under sub-heading B, it will be seen that it is essential to carefully investigate every employee in the Bureau. Even those performing messenger duties are entrusted to the handling of the most confidential defense documents and reports. The clerical staff in the performance of their work at one time or the other has opportunity to observe and note the content of confidential investigative reports, the publication of which would be most detrimental to the national safety. We have had considerable difficulty in securing sufficient employees. We find that out of applicants who file application, we are successful in appointing about one out of every one hundred. It, therefore, means that if we lose an employee after he is fully investigated and is being given training or has been experienced, we must again consider on an average, one hundred persons before he can be replaced. In the accelerated program of the Government it is essential that the Federal Bureau of Investigation work at top speed to keep abreast of its duties and investigation of matters pertaining to national defense, its regular activities, and its most important and essential identification activities at this time.

D. 5.

At the present time the Federal Bureau of Investigation is employing additional qualified persons as rapidly as they can be found. The assembled Congress has in the past several months passed several bills which will increase even to a greater extent our present volume of work. The needs of the service as to employees fluctuate with the periods of stress in the country.

D. 6. a

Clerks of the Federal Bureau of Investigation are required to be thoroughly familiar with the administrative setup of this Bureau and are, at all times, coming in contact with the highly confidential information which is maintained in the records of this Bureau. Their trustworthiness has been established enabling them to handle this extremely confidential information which is accessible to them. Naturally, their usefulness and skill increase with their length of service. For further information you are referred to B. 2.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 1st day of October, 1941.

CLASSIFICATION SYMBOLS		
Service	Grade	Class
CAF	2	

SERVICE RATING FORM

(Read instructions on back of this form)

\$1440

Check one:

Supervisory ☐

Nonsupervisory ☒

Name Moore, James Walton Department Justice

Federal Bureau of Investigation

(Bureau)

(Division)

(Section)

(Subsection)

On lines below
mark employee:
✓ if neither strong
nor weak point.
- if weak point.
+ if strong point.

1. Underline the elements which are especially important in the position.
2. Mark nonsupervisory employees on all elements except those in *italics*.
3. Mark supervisory employees on all elements.

In boxes below rate employee:

- 1 or 2 if Excellent.
3 or 4 if Very Good.
5 or 6 if Good.
7 or 8 if Fair.
9 or 10 if Unsatisfactory.

I. QUALITY OF PERFORMANCE

- + (a) Acceptability of work; thoroughness.
+ (b) General dependability; accuracy.
✓ (c) Neatness and orderliness of work.
----- (d) Skill with which the important procedures, instruments, or machines are employed in performing his duties.
----- (e) *Effectiveness in getting good work done by his unit.*

Rating
Officer

Reviewing
Officer

4

II. PRODUCTIVENESS

Base rating primarily on element (a), if known; otherwise on (b) and (c).

- + (a) Amount of work accomplished.
+ (b) Application of time, interest, and energy to duties; industry.
+ (c) Promptness in completing assignments; speed.
----- (d) -----
(State any other elements of this class considered)
----- (e) *Effectiveness in securing adequate output from his unit.*

3

III. QUALIFICATIONS SHOWN ON JOB

- ✓ (a) Knowledge of duties and related information.
+ (b) Ability to learn and to profit from experience.
✓ (c) Judgment, sense of proportion, common sense.
✓ (d) Initiative and resourcefulness.
+ (e) Cooperativeness; ability to work with and for others.
----- (f) -----
(State any other elements of this class considered)
----- (g) *Effectiveness in developing and training employees.*
----- (Custodial only) Ability to perform such physical work as the job requires.

5

Sum of ratings . . .

Report to employee

Rated by [Signature] 4/15/41
(Rating officer) (Date)

Reviewed by [Signature] APR 15 1941
(Reviewing officer) (Date)

On the whole, do you consider
the deportment and attitude
of this employee toward his
work to be satisfactory? . . .

(Answer "Yes", "No", or "Fairly so")

Sum of Ratings Report to Employee

Significance

- | | | |
|---------|-----------------|--|
| 3 - 7 | Excellent. | Promotable within grade if below top salary. |
| 8 - 13 | Very Good. | Promotable within grade if below top salary. |
| 14 - 19 | Good. | No salary change if receiving middle salary or above; if below middle, promotable not beyond middle salary.* |
| 20 - 24 | Fair. | Reduce one step if above middle salary.* |
| 25 - 30 | Unsatisfactory. | Dismiss from present position. |

* For Cu-2 and Cu-3, the fourth salary rate will be considered the middle salary.

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet, regarding the employee's deportment and attitude, has been answered "No" or "Fairly so." In such a case give here a full statement of the particulars in which the employee's conduct has been unsatisfactory.)

(Rating officer)

INSTRUCTIONS TO RATING OFFICERS

1. Compare the qualifications and performance of each employee, as demonstrated by his work, with the actual needs of the position, considering the conditions under which the work must be done. Beginning with the lowest grade (CAF-1, P-1, SP-1, Cu-1, or CM-1), rate each series of classes (such as Junior Stenographer, CAF-2, Senior Stenographer, CAF-3, etc.) as a separate group. Keep in mind reasonable standards of performance for the various grades. The same rating standards should be applied to all competing employees in the same grade, irrespective of the fact that some may be receiving compensation at the minimum pay rate of the grade and others at higher rates.

2. The elements (a), (b), (c), etc., listed under each title (I, II, III) are not of equal importance. Underline the elements which are especially important in the position.

3. If the performance of an employee is neither strong nor weak with respect to an element, put a check mark (✓) on the line at the left of the element; if weak, a minus (−); if strong, a plus (+).

Differentiate carefully among the several elements. Extreme care should be taken to avoid basing all marks on some one strong or weak characteristic of the employee. A person who deserves a plus or minus on one element does not necessarily merit the same mark on all elements.

4. If in your judgment the employee is *excellent* on "I. Quality of Performance", indicate this by 1 or 2 in the box at the right;
- | | |
|-----------------------------|-----------------------------------|
| if very good..... by 3 or 4 | if fair..... by 7 or 8 |
| if good..... by 5 or 6 | if unsatisfactory..... by 9 or 10 |

Indicate your ratings on titles II and III in the same manner.

The numerical ratings on the titles (I, II, and III) are not derived by a mechanical summary of the element marks, but depend on the best judgment of the rating officer as to how well the employee meets the broader requirements of the position. This judgment is assisted by the element marks, but is not rigidly determined by them. These marks insure that the employee's performance on the elements which affect Quality of Performance, Productiveness, and Qualifications Shown on the Job will be considered.

5. The rating to be reported to the employee by the board of review is the adjective corresponding to "Sum of ratings" on I, II, and III, as given in the table at the bottom of the rating form.

6. Marks and ratings should first be made lightly with pencil. After all your employees have been rated, compare and consider the marks and ratings assigned to the various employees in the same classes, make any necessary alterations, and indicate the marks and ratings in black ink.

7. The name of an employee rated on a service of less than 90 days should be followed by the notation, "Less than 90 days."

8. The question on deportment should be answered "Yes", "No", or "Fairly so." If the answer is "No" or "Fairly so", it should be explained in the space provided above. Rating officers should not allow unsatisfactory conduct to influence marks or ratings, except as it may actually affect an employee's performance on some specific element or elements.

9. Complete the ratings promptly. Submit the signed and dated rating forms to the reviewing officer.

INSTRUCTIONS TO REVIEWING OFFICERS

1. Compare the marks and ratings assigned by the different rating officers under your supervision, noting such corrections as may be necessary to secure reasonable uniformity of standards and accuracy in the marks and in the ratings.

2. Make corrections with red ink, but do not cross out or erase the marks or ratings made by the rating officer. Before any marks or ratings are changed discuss them with the rating officer.

3. Submit the signed and dated rating forms to the board of review promptly.

UNITED STATES CIVIL SERVICE COMMISSION
CLASSIFICATION SHEETC.S.C. No. Cof 3 # 3362

Bureau No. _____

Code _____

CHECK TO INDICATE WHETHER SHEET IS FOR—		GIVE FOLLOWING INFORMATION FOR ITEM CHECKED	
New position		(Temporary or permanent)	
Vice change	X	<u>transferred 10-1-41</u> (Name and C.S.C. number on sheet of position into which viced)	
Identical additional position		(Name and C.S.C. number on sheet of position with which identical)	
Material modification of duties		(Mention nature of modification)	
Other change		(Explain reason for submission of sheet)	

CLASSIFICATION				
	Service	Grade	Class	Initials
Recommended by Bureau	CAF	3		<i>peX</i>
Allocation by head of Department	CAF	3		<i>1 62112</i>
Allocation by Civil Service Commission	<i>Cof</i>	3	420	<i>RX</i>
Action No. _____				
Date _____				

1. Name Moore, J. Walton
(Surname) (Given name) (Initial)
2. C.S.C. number of last sheet Cof 3 # 3362
for this employee
3. Employee's present basic annual salary rate \$1440
4. Allowances (deduction for Q.S.L., etc.) _____
(Character and value)
5. Department U. S. Department of Justice
6. Bureau Federal Bureau of Investigation
7. Division Identification Division
8. Section or unit Assembly Section
9. Title of position Senior Straggler Searcher
(Usual departmental or organizational title)
10. Description of the duties and responsibilities of the position: (Describe, as objectively and concretely as possible, the duties and responsibilities of the position in question, following this order: (1) Kind and extent of supervision or direction under which the work is performed; (2) the major, regular, periodic, or more important tasks, indicating proportion of time; (3) the tasks of lesser frequency or importance, indicating proportion of time; (4) any supervisory responsibility, showing the number of employees in each grade supervised; and (5) any other facts or figures bearing upon the characteristics of the position from the standpoint of difficulty, complexity, responsibility, independence of action or decision, or any other allocation factor.)

Under general supervision with some latitude for independent judgment and initiative, as supervisor of the straggler searchers in the Assembly Section, to direct and supervise the work of about six junior clerks engaged in follow-up searches for jacket files which have been charged out of the Assembly Section files, which searches may be made in any of the six sections of the Identification Division; to personally conduct similar searches in the sections of the Identification Division; to withdraw jacket files in the Assembly Section when requested by the Posting or Typing Sections; to examine jacket files for completeness and proper sequencing before and after they have been submitted to the other sections for reference; to assemble new jackets for the files of this section and to perform other related clerical duties as assigned.

10. Description of the duties and responsibilities of the position (continued):

11. (a) For what purpose is any part of the work described above reviewed within the same organizational subdivision or unit?

For accuracy and conformance with Bureau rules and regulations.

(b) Give the usual organizational title of the reviewer or reviewers.

Chief of Identification Division

Quinn Tamm

12. Give name and usual organizational title of employee's immediate supervisor

Chief of Identification Division

13. Give actual qualifications (education, training, experience, etc.) of employee; or, if the position is a vacancy, the qualifications necessary for the work.

EDUCATIONAL TRAINING	EXPERIENCE AND OTHER SPECIAL QUALIFICATIONS
Indicate by an "X" the highest grade or year.	
Elementary school: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8	Ernest Grissom, Abilene, Texas, Sept. - Dec. 1939, Dry Goods Clerk, part-time.
High school: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4	No other record of employment.
College: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Name	With FBI since April 8, 1940.
B. A., Hardin-Simmons Univ., Abilene, Texas	
Technical or post graduate: Kind and extent	
1 year George Washington, Wash., D. C.	

14. Date when employee entered upon the duties and assumed the responsibilities described above November 1, 1941

(Signature of preparing officer)

Date

November 1, 1941

(Signature of reviewing officer)

UNITED STATES CIVIL SERVICE COMMISSION
CLASSIFICATION SHEET

Cu 3 1038

C.S.C. No. _____

Bureau No. _____

Code _____

CHECK TO INDICATE WHETHER SHEET IS FOR—		GIVE FOLLOWING INFORMATION FOR ITEM CHECKED .
New position		(Temporary or permanent)
Vice change	X	<u>Harry L. Carrico - transferred</u> (Name and C.S.C. number on sheet of position into which viced)
Identical additional position		<u>(Cu-3 906)</u> (Name and C.S.C. number on sheet of position with which identical)
Material modification of duties		(Mention nature of modification)
Other change		(Explain reason for submission of sheet)

CLASSIFICATION				
	Service	Grade	Class	Initials
Recommended by Bureau	CU	3	1	<i>[Signature]</i>
Allocation by head of Department	CU	3	1	
Allocation by Civil Service Commission	CU	3	110	<i>[Signature]</i>
Action No. _____				
Date _____				

- Name Moore, J. Walton
(Surname) (Given name) (Initial)
- C.S.C. number of last sheet None
for this employee
- Employee's present basic annual salary rate United States
- Allowances (deduction for Q.S.L., etc.) _____
(Character and value)
- Department Department of Justice
- Bureau Federal Bureau of Investigation
- Division Two
- Section or unit Identification Division
- Title of position Messenger
(Usual departmental or organizational title)
- Description of the duties and responsibilities of the position: (Describe, as objectively and concretely as possible, the duties and responsibilities of the position in question, following this order: (1) Kind and extent of supervision or direction under which the work is performed; (2) the major, regular, periodic, or more important tasks, indicating proportion of time; (3) the tasks of lesser frequency or importance, indicating proportion of time; (4) any supervisory responsibility, showing the number of employees in each grade supervised; and (5) any other facts or figures bearing upon the characteristics of the position from the standpoint of difficulty, complexity, responsibility, independence of action or decision, or any other allocation factor.)

Under rather close supervision with limited latitude for independent judgment and initiative, to perform Messenger and simple clerical duties in the Identification Division; to collect and distribute mail to the sections in the Identification Division; to stamp the date on incoming mail; to open envelopes and clip them to the correspondence; to sharpen and deliver pencils; to run miscellaneous errands; and to perform other occasional duties similar to the above.

10. Description of the duties and responsibilities of the position (continued):

11. (a) For what purpose is any part of the work described above reviewed within the same organizational subdivision or unit?

Work supervised to conform with Bureau rules and regulations.

(b) Give the usual organizational title of the reviewer or reviewers.

Chief of the Identification Division

12. Give name and usual organizational title of employee's immediate supervisor Quinn Tamm

Chief of the Identification Division

13. Give actual qualifications (education, training, experience, etc.) of employee; or, if the position is a vacancy, the qualifications necessary for the work.

EDUCATIONAL TRAINING	EXPERIENCE AND OTHER SPECIAL QUALIFICATIONS
Indicate by an "X" the highest grade or year. Elementary school: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 High school: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 College: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Name _____ Technical or post graduate: Kind and extent _____ _____ _____ _____	Ernest Grissom, Abilene, Texas, Sept. to Dec. 1929, Dry Goods Clerk, part-time. (While attending school)

14. Date when employee entered upon the duties and assumed the responsibilities described above

Effective with entry on duty

J. E. Hoover

(Signature of reviewing officer)

Quinn Tamm

(Signature of preparing officer)

Date April 9, 1940

FEB 13 10 20 AM '42

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Dept. of Justice FEDERAL BUREAU OF INVESTIGATION Date January 13, 1942 TO THE ATTORNEY GENERAL

1. Name in full (Mr., Miss, or Mrs.) MOORE JAMES WALTON
(Surname) (Given name) (Middle name)
2. Present address 6109 14th N.W. WASHINGTON D.C.
(Number) (Street) (City) (State)
3. Legal (voting) residence TEXAS 17 TAYLOR ABILENE
(State and Congressional District) (City) (County) (City or town)
4. Where born GEORGIA HARTWELL When born Oct. 5, 1919
(State or foreign country) (City or town) (Month Day Year)
5. If foreign-born, state whether naturalized or alien NATIVE BORN

6. Indicate sex, marital condition, and race by check, thus: ☒ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male <input checked="" type="checkbox"/>	Female	Single	Married <input checked="" type="checkbox"/>	Divorced	Widowed	White <input checked="" type="checkbox"/>	Colored

7. Number and ages of dependents domiciled with you ONE . AGE 22.

8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
<u>JUSTICE, F.B.I.</u>	<u>WASHINGTON, D.C.</u>	<u>STRAGGLER SEARCHER</u>	<u>\$1620</u>	<u>April</u>	<u>8</u>	<u>1940</u>	<u>1</u>	<u>12</u>	<u>42</u>

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
<u>Mrs. PATRICIA A. MOORE</u>	Position <u>TYPIST</u>	<u>WIFE</u>
	Department or office <u>JUSTICE, F.B.I.</u>	
	Position	
	Department or office	
	Position	
	Department or office	

10. Do you now hold any State or municipal office? If so, state below:

none.
(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

no.
(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (✓) to indicate branch and other information, and give dates of enlistment and discharge:

None <input checked="" type="checkbox"/>	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
--	------	------	--------------	-------------	-------------	-----------	------------------------------

Enlisted _____	Discharged _____	Enlisted _____	Discharged _____
Rank _____	Rank _____	Rank _____	Rank _____
Organization _____	Organization _____	Organization _____	Organization _____

[OVER]

10-1930.

Reported on Notice BI-

3620

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) none

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
ERNST GRISSOMS, ABILENE, TEX.	DRY GOODS SALESMAN	7/1/39 to 11/1/39.

15. Education. Indicate by circling the number of years:

Common school								High school				College				(Name of college, degrees, and dates conferred)
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	ABILENE, TEX.
																HARDIN SIMMONS U. B.A. 1940

16. In case of emergency, notify MRS. PATRICIA A. MOORE
Relationship WIFE Post office address 6109 14th N.W. WASHINGTON D.C.

I certify that the foregoing answers are correct to the best of my knowledge and belief.

I, JAMES..WALTON..MOORE..... do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office ofSpecial Agent in the Federal Bureau of Investigation,.....
.....United States Department of Justice.....
on which I am about to enter: So help me God.

(Sign here) ...J. Walton Moore.....

Subscribed and sworn to before me this

..12th day of January.... 1942

.....Oliver G. Shedd
Notary Public

DATE OF ENTRY ON DUTY ..Jan. 12, 1942.....
DATE OF BIRTHOct. 5, 1919.....
PLACE OF BIRTH* ...Hartwell, Georgia.....

* If foreign born, date of naturalization

LEGAL VOTING RESIDENCE ..Abilene, Texas.....

DO YOU RECEIVE AN ANNUITY UNDER THE CIVIL SERVICE RETIREMENT ACT?

.....no.....
(Yes or no)

DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr.
Miss
Mrs.

Mr. J. Walton Moore

Date January 2, 1942

New appointment

☒

Transfer

☐

Promotion

☐

Separation

☐

PRESENT STATUS

1. Title: Senior Straggler Searcher

2. Grade: CAF 3

3. Salary: \$1620 per annum

4. Seat of Government: ☐
Field: ☐5. Division: Identification Division
Assembly Section6. Appropriation: "Salaries and Expenses,
FBI."

PROPOSED ACTION

7. Title: Special Agent

8. Grade: CAF 9

9. Salary: \$3200 per annum and
\$5.00 per diem10. Seat of Government: ☐
Field:* ☒

11. Division:

12. Appropriation: "Salaries and Expenses,
FBI. (National Defense)"

13. Effective: With entry on duty

15. Remarks:

Recommended for appointment as a Special Agent, Grade CAF 9, \$3200 per annum and \$5.00 per diem in lieu of subsistence and expenses of travel and operation when absent from official headquarters.

Respectfully submitted,

Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Efficiency () _____
(Date) (Initial)

Average provision () _____

Funds Certification:
JAN 3 1942

Approved

The Assistant to the Attorney General

* Indicate headquarters.

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

RECEIVED
OFFICE OF
THE ASSISTANT

JAN 19 11 03 AM '42

TO THE
ATTORNEY GENERAL

Mr. ~~W. L. Rorer~~
Federal Bureau of Investigation
Department of Justice

Dear Mr. ~~Rorer~~:

You are hereby appointed a Special Agent in the Federal Bureau of Investigation, Department of Justice, with salary at the rate of \$3200 per annum in Grade CAF-9. You will also be allowed your expenses of travel and operation in accordance with existing regulations and \$5.00 a day in lieu of subsistence when absent from official headquarters, which are hereby fixed at Washington, D. C., effective upon your entry on duty, to which point you should proceed at your own expense in order to assume your official duties. Your headquarters will thereafter be changed from time to time to such places as may be deemed advisable by the Director of the Federal Bureau of Investigation, under whose supervision and instructions you will be employed.

Your salary, expenses, and per diem will be paid from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation" ~~(National Defense Act, 1941)~~.

This appointment will take effect when you enter on duty at Washington, D. C.

This letter is not to be considered as operating credentials and is not to be so used. Operating credentials are issued separately.

Respectfully,


Attorney General.

By the Attorney General:

(signed) James Rowe, Jr.

The Assistant to the Attorney General.

~~Vice Gerald F. Conners, transferred.~~
~~From Senior Inspector Marshall, Caf-3, C152~~

DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr. _____
Miss _____
Mrs. Mr. J. Walton Moore Date November 1, 1941

New appointment ☐ Transfer ☐ Promotion ☒ Separation ☐

PRESENT STATUS

1. Title: Junior File Clerk 2. Grade: CAF 2 #2202
3. Salary: \$1440 per annum 4. Seat of Government: ☒
Field: ☐
5. Division: Identification Division 6. Appropriation: "Salaries and Expenses,
Assembly Section FBI."

PROPOSED ACTION

7. Title: Senior Straggler Searcher 8. Grade: CAF 3 - 1 #3267
9. Salary: \$1620 per annum 10. Seat of Government: ☒
Field*: ☐
11. Division: Identification Division 12. Appropriation: "Salaries and Expenses,
Assembly Section FBI." b6
13. Effective: b7C
November 1, 1941
14. Position: { Additional: ☐
Vice: ☐ transferred
Identical: ☐ 10-1-41
15. Remarks:

OK-HOW
11-8-41

Respectfully submitted,

1 E. Hoover
Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Efficiency () _____
(Date) (Initial)

Average provision () _____

Funds Certification:

Funds Available

Approved Linton McCallin
ACTING The Assistant to the Attorney General.

NOV 5 1941

* Indicate headquarters.

**DEPARTMENT OF JUSTICE
WASHINGTON, D. C.**

RECEIVED
OFFICE OF
THE ASSISTANT

Nov 19 9 21 AM '41

TO THE
ATTORNEY GENERAL

November 1, 1941

**Mr. J. Walton Moore
Federal Bureau of Investigation
Department of Justice**

Dear Mr. Moore:

**You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:**

From

Position: Junior File Clerk

Assignment: Identification Division, Assembly Section

Grade: CAF 2 Salary: \$1440 per annum

Appropriation: "Salaries and Expenses, FBI." Departmental

To

Position: Senior Straggler Searcher

Assignment: Identification Division, Assembly Section

Grade: CAF 3 Salary: \$1620 per annum

Appropriation: "Salaries and Expenses, FBI." Departmental

Effective: November 1, 1941

Respectfully,

Francis Biddle

Attorney General.

By the Attorney General:

Linton M. Collins

Acting The Assistant to the Attorney General.

Vice:



- transferred 10-1-41

b6
b7C

DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr.
Miss
Mrs.

Mr. J. Walton Moore

Date June 1, 1944

New appointment ☐ Transfer ☐ Promotion ☒ Separation ☐

PRESENT STATUS

1. Title: Special Agent 2. Grade: CAF 10
3. Salary: \$3500 per annum 4. Seat of Government: ☐
Field: ☐
5. Division: 6. Appropriation: "Salaries and Expenses, FBI"
(National Defense)

PROPOSED ACTION

7. Title: Special Agent 8. Grade: CAF 11
9. Salary: \$3800 per annum 10. Seat of Government: ☐
Field:* ☐
11. Division: 12. Appropriation: "Salaries and Expenses, FBI"
(National Defense)
13. Effective: June 1, 1944
14. Position: { Additional: ☒
Vice:
Identical:
15. Remarks:

Respectfully submitted,

J. E. Hoover

Director, Federal Bureau of Investigation (Title)

Requirements as to Classification Act:

Funds Certification:

Approved

James P. McInerney

The Assistant to the Attorney General.

* Indicate headquarters.

DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr.
Miss
Mrs.

~~Dr. J. Walton Moore~~

Date June 1, 1944

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title: Special Agent

2. Grade: CAF 10

3. Salary: \$3500 per annum

4. Seat of Government: ☐
Field: ☐

5. Division:

6. Appropriation: Salaries and Expenses, FBI
(National Defense)

PROPOSED ACTION

7. Title: Special Agent

8. Grade: CAF 11

9. Salary: \$3800 per annum

10. Seat of Government: ☐
Field: ☐

11. Division:

12. Appropriation: Salaries and Expenses, FBI
(National Defense)

13. Effective: June 1, 1944

14. Position: { Additional: ☒
Vice:
Identical:

15. Remarks:

Respectfully submitted,

J. E. Hoover
(Title)
Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Funds Certification:

Approved _____
The Assistant to the Attorney General.

* Indicate headquarters.

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

NGP:mtr

October 16, 1942.

Mr. J. Walton Moore
Federal Bureau of Investigation
Department of Justice

Dear Mr. Moore:

You are hereby transferred from one position to another in the Federal Bureau of Investigation as indicated:

From

Position: Special Agent
Assignment:
Grade: CAF 9 Salary: \$3200 per annum
Appropriation: "Salaries and Expenses, Federal Bureau of Investigation," (National Defense) FIELD.

To

Position: Special Agent
Assignment:
Grade: CAF 10 Salary: \$3500 per annum
Appropriation: "Salaries and Expenses, Federal Bureau of Investigation," (National Defense) FIELD.
Effective: October 16, 1942.

Respectfully,

Francis Biddle

Attorney General.

By the Attorney General:

(signed) James Rowe, Jr.
The Assistant to the Attorney General.

Vice: Vincent E. Antle—transferred 9/1/42.

DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr.
Miss
Mrs.

Mr. J. Walton Moore

Date October 16, 1942

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title: Special Agent

2. Grade: CAF 9

3. Salary: \$3200 per annum

4. Seat of Government: ☐
Field: ☒

5. Division:

6. Appropriation: "Salaries and Expenses, FBI"
(National Defense)

PROPOSED ACTION

7. Title: Special Agent

8. Grade: CAF 10

9. Salary: \$3500 per annum

10. Seat of Government: ☐
Field:* ☒

11. Division:

12. Appropriation: "Salaries and Expenses, FBI"
(National Defense)

13. Effective: October 16, 1942

14. Position: { Additional: ☐
Vice: Vincent K. Antle-Transferred-
Identical: 9-1-42

15. Remarks:

Respectfully submitted,

J. E. Hoover
Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Approved

Jane Bone
The Assistant to the Attorney General.

* Indicate headquarters.

Funds Certification:
Funds Available

OCT 16 1942 REU

* AFFIDAVIT TO SUPPORT CLAIM FOR OCCUPATIONAL DEFERMENT

INSTRUCTIONS.—This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant owns and operates his own business, he may fill out this form himself.

All parts except Part E should be filled out for a registrant engaged in a business, occupation, or profession.

Parts A, E, F, G, and H should be filled out for a registrant pursuing a course of instruction in preparation for work necessary to the National Defense.

A. IDENTIFICATION OF REGISTRANT:

1. Local Board No. 10 _____ Washington _____ D. C. _____
(County) (City) (State)
2. Name of registrant J. WALTON MOORE _____ Order No. 2791 _____

B. INDUSTRY, BUSINESS, OR SERVICE IN WHICH REGISTRANT IS ENGAGED:

1. Name of firm, corporation, partnership, etc. Federal Bureau of Investigation, United States _____
Department of Justice _____
2. Description of industry or other activity See attachment _____

3. Is the activity seasonal? No _____ If so, what is the season? _____
4. Has your product or service any relationship to the National Defense production program? Yes _____ If so, specify As _____
mentioned under B. 2, the Bureau has sole investigative jurisdiction over all _____
violations pertaining to the internal security of the United States. _____
5. Is your product or service necessary to the health, safety or interest of the community or the Nation? Yes _____ If so, specify See attachment _____

6. (a) Have you any National Defense contracts or subcontracts? _____ If so, specify _____

 (b) Do any of the above contracts carry specific priority ratings? _____ If so, specify _____

7. Approximate percentage of product or service currently produced for use of—
 (a) The general public _____
 (b) The Government _____ See attachment _____
 (c) A primary contractor of the Government _____ Explain item (c) here _____

8. If an agricultural pursuit, state

(a) Size and type of farm

(b) Number of acres under cultivation Number of livestock, poultry, etc.

(c) Principal product

(d) Number of persons employed for wages

C. OCCUPATION OF REGISTRANT:

1. What is the title of his present job or position? Special Agent

2. On what date did he enter upon present duties? He has been continuously employed by this Bureau since April 8, 1940. He has been employed as a Special Agent since January 12, 1942.

3. What is his weekly rate of pay? \$3200 annually (CONFIDENTIAL)

4. Is he a— ☒ Regular employee.

☐ Other (specify):

(Check one)

☐ Seasonal employee.

☐ Temporary or occasional employee.

5. Has he a journeyman rating?

6. Is he— ☐ Skilled. See attachment D. 6. a.

(Check one)

☐ Semiskilled. ☐ Unskilled.

(a) Is he in training as an apprentice or learner?

(State which)

(b) How long has he been in such training?

(c) On what date will he complete his training?

(d) For what work is he preparing?

7. (a) Give an **ACCURATE** and **FULL** description of his duties. (If possible use United States Employment Service job specifications) See attachments B. 2 and D. 6. a.

(b) On what specific product or service is he primarily engaged? See attachment B. 2

8. Is the registrant trained or experienced in more highly skilled work than that in which he is now engaged?

If so, specify

D. DATA RELATIVE TO "NECESSITY" OF THE REGISTRANT:

(See last page of this form for definitions of "necessary man" and regulations regarding deferment.)

1. Have you had difficulty in recruiting workers with the registrant's qualifications or skill? Yes If so, explain action taken, and results See attachment

2. Do you anticipate that you would have difficulty in recruiting workers with the registrant's qualifications or skill now or in the future? Yes If so, upon what grounds do you base your anticipation? See attachment D. 1

3. Would the registrant's removal cause a material loss of effectiveness in your activity? Yes If so, upon what grounds do you base your statement? See attachments D. 1 and D. 5

4. Would the registrant's removal cause such a serious interruption or delay in your activity that it would impede the National Defense program? Yes If so, upon what grounds do you base your statement? See attachments D. 1 and D. 5

5. (a) How many persons of similar skill or training do you employ? 3002
(b) Are you expanding that part of your business that requires the services of the registrant's special qualifications or skill? Yes If so, specify in detail See attachment

6. (a) How long does it take to train a person in the registrant's qualifications or skill? See attachment and remarks

(b) How many persons are you now training in these qualifications or skill to replace separated workers? _____

To fill newly created jobs? 300

E. STUDENTS AND OTHERS IN TRAINING:

(To be filled in by appropriate official of school or institution.)

1. Name and type of school or institution _____
(Type) _____ Location _____ (Name) _____
(City) _____ (State) _____

2. Designation of course pursued by registrant _____

3. For what certificate or license (if any) is he preparing? _____

4. Length of time already spent in course _____

5. How has he progressed to date? _____

6. On what date do you expect the registrant to complete this training? _____

7. Has he offers or contracts of employment after completing the course? _____ If so, specify _____

F. EMPLOYER'S (OR SCHOOL OFFICIAL'S) STIPULATION:

1. Based on the definitions given below in "Excerpts from Selective Service Regulations," I/we recommend classifying this registrant in Class II-B
(II-A or II-B)

2. Deferment of this registrant is requested for Indefinite
(Length of time)

3. It is agreed that I/we will notify registrant's Local Board of the resignation, dismissal, failure to make progress in training, or a change in the nature of the employment of the above-named registrant.

4. The registrant is not related to any of the executive officers of this employing unit. The above relationship, if any, is _____
(Is, is not)

G. REMARKS: It will be noted that this Agent is presently performing duties in one of the positions which has been designated as critical to the effective functioning of this Bureau by General Hershey of the National Selective Service Headquarters in his bulletin of December 29, 1941 to all local boards.

H. JURAT:

I, J. Edgar Hoover do solemnly swear (or affirm) that
(Name)
I am the Director of the Federal Bureau of Investigation
(Official position) (Name of employing unit, or school or institution)
and that the foregoing statements are true to the best of my knowledge and belief.

(Signature)

Subscribed and sworn to before me this 29th day of January, 1942.

(Signature of official administering oath)

(Official designation of official administering oath)

THE OATH REQUIRED BY THIS FORM MAY BE ADMINISTERED BY:

1. Any civil or military officer authorized to administer oaths generally or in military administration.
2. Any member of a Local Board or Board of Appeal, or the clerk of such board.
3. Any government appeal agent.
4. Any member or associate member of an Advisory Board for Registrants.
5. Any Postmaster.
6. Any other person authorized by the Selective Service Regulations to administer oaths.

No fee shall be charged by any person for administering the oath required on this form.

EXCERPTS FROM SELECTIVE SERVICE REGULATIONS

351. "Necessary man" defined.—A registrant shall be considered a "necessary man" in industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, including training or preparation therefor, **only when all of these conditions exist:**

- (a) He is, or but for a seasonal or temporary interruption would be, engaged in such activity.
- (b) He cannot be replaced satisfactorily because of a shortage of persons with his qualifications or skill in such activity.
- (c) His removal would cause a material loss of effectiveness in such activity.

352. Composition of Class II.—(a) In Class II-A shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is necessary to the national health, safety, or interest in the sense that it is useful or productive and contributes to the employment or well-being of the community or the Nation.

(b) In Class II-B shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is essential to the national health, safety, or interest in the sense that a serious interruption or delay in such activity is likely to impede the National Defense program.

353. Length of deferments for Class II-A.—(a) Class II-A deferments shall be for a period not longer than 6 months, at the expiration of which time the deferment shall cease. Upon the expiration of any such period, the case of the registrant shall be reopened and his classification considered anew in the manner provided in Section XXX, and, if the facts warrant, the registrant may again be classified in Class II-A for a further period not to exceed 6 months.

(b) Class II-B deferments shall not be limited as to the period during which they shall be effective. The case of a registrant classified in Class II-B may be reopened and his classification considered anew in the same manner and for the same reasons as any other classification. (See Section XXX.)

B. 2.

The Federal Bureau of Investigation has been designated as the sole civilian Government investigative agency, having jurisdiction over the investigation of matters pertaining to the national defense, that is, espionage, sabotage, registration of agents of foreign principals and the like. Further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, the National Motor Vehicle Theft Act, and numerous others. The Federal Bureau of Investigation has also been designated by Congress as the agency officially responsible for the tabulation and dissemination of police statistics for the entire country. Under an Act of Congress these statistics are gathered and are distributed to thousands of interested police and affiliated agencies each quarter so that trends of crime, crime records, and crime control can be known to those to whom it is of most interest. Further than this, the Federal Bureau of Investigation has been designated as the agency having jurisdiction over the classification and maintenance of fingerprint records, not only on a national basis, but on an international basis. We have some thirty-one million sets of fingerprints on hand today. We are receiving the fingerprint records of all persons enlisted or being inducted into the Army and enlisted in other military services. Thousands of persons in public utility positions are fingerprinted and the prints are retained in our files. Those working in national defense industries on many occasions are fingerprinted, their prints being included in our files. Our Government employees' prints are included. We are receiving thousands of criminal fingerprints from all police agencies in the country daily and it is essential that we immediately be able to notify the arresting agency of the criminal record of the individual because he may be wanted for more serious crimes in other sections of the country and if he is to be released on a mere vagrancy or other charge, he may be set free to continue his depredations on society. This Bureau, together with many other foreign countries, participates in the international exchange of fingerprints. Hundreds of international crooks are brought to task yearly through the media of this service we have rendered.

Our Criminology Laboratory handles the scientific examination of evidence in cases investigated by the Federal and local law enforcement agencies. A great deal of their work is done in the examination of suspected sabotage cases at the present time. The scientists in that Laboratory have lectured throughout the country on bombs and explosives so that local police agencies may be adequately prepared to handle any such matters which might arise under their jurisdiction.

There are contained in our Files Section the files of hundreds of thousands of individuals whose activities are of the greatest importance to the country today. The work of the Files Section and the records of that section which have to do not only with the investigation of kidnaping, extortion, bank robbery, and like cases but also the investigation of our espionage, sabotage, foreign agent cases, and others, are of course accessible to employees working in that unit. It is most essential that only the most trusted employees be so assigned.

B. 5.

The work of the Federal Bureau of Investigation is of the utmost importance in the national defense. It is essential that thoroughly qualified personnel of the highest integrity and background be secured for every position in the Bureau. Our work is the guarding of the internal security of the country, not only in national defense matters, but in the control of those criminals who previously had terrorized the country in waves of bank robbery, kidnaping, extortion, white slavery, automobile theft, and numerous other crimes. There is no doubt whatsoever in the minds of law enforcement officials that should any group be permitted to have the assurance that their activities were being minimized during the present national emergency, we would have a tremendous country-wide wave of crime in that particular category in a very short period of time. It is, therefore, essential that from a national defense standpoint and from a public security standpoint the Bureau maintain its qualified staff at an absolute maximum in order to continue to have control of the criminal element under its jurisdiction.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 27th day of January, 1942

B. 7. a. b. c.

The Federal Bureau of Investigation is primarily a service agency. We serve our Government and the public. We cannot determine the amount of work which is going to be referred to us. If there is a crime wave of local or national significance at any time the work of the Bureau is increased in comparison. Our identification, laboratory, and crime statistics facilities reflect very definitely the trends in the country. We must have available personnel to properly handle the thousands of fingerprint records being received by us daily. We are at the present time receiving approximately thirty-four thousand sets of prints daily. We must have a scientific staff in the laboratory to examine scientific evidence. We must have an investigative force of sufficient size to handle the work being referred to us. We must have a technical and supervisory staff of sufficient size to render the service to our investigative, identification, laboratory, and statistical staffs so that we may have the benefit of the wealth of information in our various files. The work of the Federal Bureau of Investigation has increased so tremendously that every employee in the Bureau, regardless of his position, is performing a tremendous amount of overtime service. Our Special Agent investigators are performing no less than four hours a day overtime service. In the present emergency we have found it necessary to curtail leave because of inadequate personnel and many of our men have worked over long periods of time without having any time off for vacation.

D. 1.

The additional duties imposed upon the Bureau since the declaration of the national emergency have made it necessary that our staff be more than doubled. From the information furnished under sub-heading B, it will be seen that it is essential to carefully investigate every employee in the Bureau. All of our employees in the performance of their work at one time or the other has opportunity to observe and note the content of confidential investigative reports, the publication of which would be most detrimental to the national safety. We have had considerable difficulty in securing sufficient employees. We find that out of applicants who file application, we are successful in appointing about one out of every one hundred. It, therefore, means that if we lose an employee after he is fully investigated and is being given training or has been experienced, we must again consider on an average, one hundred persons before he can be replaced. In the accelerated program of the Government it is essential that the Federal Bureau of Investigation work at top speed to keep abreast of its duties and investigation of matters pertaining to national defense, its regular activities, and its most important and essential identification activities at this time.

D. 5.

At the present time the Federal Bureau of Investigation is employing additional qualified persons as rapidly as they can be found. The assembled Congress has in the past several months passed several bills which will increase even to a greater extent our present volume of work. The needs of the service as to employees fluctuate with the periods of stress in the country.

D. 6. a.

Special Agents of the Federal Bureau of Investigation are given twelve weeks of training which embraces five hundred and thirty-five hours of study. During that period of time they are trained not only in investigative techniques and procedures but are qualified in the handling of firearms, mechanical devices, and technical devices in use by the Bureau. After entering the field service after training, their skill, of course, increases with their length of service in the field.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 29th day of January, 1942

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

6118283

Name: **MR. J. WALTON MOORE**

Date: **June 1, 1944**

No. **CIVIL SERVICE OR
OTHER LEGAL AUTHORITY**

Nature of Action: **PROMOTION**

Effective: **June 1, 1944**

	FROM	TO	NATURE OF POSITION
POSITION	Special Agent	Special Agent	(a) NEW
GRADE			P. C. No.
SALARY	Gr-10 \$3800	Gr-11 \$4200	(b) ADDTNL. IDENT.
BUREAU OR DIVISION			II P. C. No.
HEADQUARTERS			(c) VICE
APPROPRIATION	SAS, FBI, WASH. DEP.	SAS, FBI, WASH. DEP.	P. C. No.
DEPARTMENTAL OR FIELD	FIELD	FIELD	DATE OF OATH

REMARKS:

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

Name: **Mr. J. Walton Moore**

Date: **November 3, 1944**

No. **525**

Nature of Action: **Resignation**

Effective: **on January 20, 1945**

CIVIL SERVICE OR
OTHER LEGAL AUTHORITY

	FROM	TO
POSITION	Special Agent	
GRADE SALARY	CAF-11 \$3800.	
BUREAU OR DIVISION	FBI	
HEADQUARTERS	Field	
APPROPRIATION	SAU FBI (Nat. Def.)	
DEPARTMENTAL OR FIELD	Field	

NATURE OF POSITION

(a) NEW

P. C. No.

(b) ADDTNL IDENT.

P. C. No.

(c) VICE

P. C. No.

DATE OF OATH

REMARKS:

DEPARTMENT OF JUSTICE

PERSONNEL RECOMMENDATION (NONCIVIL SERVICE)

Mr.
Miss
Mrs.

Mr. J. Walton Moore

Date November 3, 1944

New appointment ☐ Transfer ☐ Promotion ☐ Separation ☒

PRESENT STATUS

1. Title: Special Agent 2. Grade: CAF 11
3. Salary: \$3800 per annum 4. Seat of Government: ☐
Field: ☒
5. Division: 6. Appropriation: "Salaries and Expenses, FBI"
(National Defense)

PROPOSED ACTION

7. Title: 8. Grade:
9. Salary: 10. Seat of Government: ☐
Field:* ☐
11. Division: 12. Appropriation:
13. Effective: 14. Position: ☐
Additional: ☐
Vice:
Identical:

15. Remarks: 8170
Accept voluntary resignation without prejudice, effective at the close of business January 20, 1945. Mr. Moore has been requested to execute and return Form #3005, Application for Refund of Retirement Deductions.

Forwarding Address:
Unknown

Respectfully submitted,

E. A. Hoover
Director, Federal Bureau of Investigation

Requirements as to Classification Act:

Funds Certification:

Approved

James P. Brannan
The Assistant to the Attorney General.

* Indicate headquarters.

MOORE.	JAMES	WALTON
(SURNAME)	(FIRST NAME)	(SECOND NAME)

DATE OF BIRTH				LEGAL VOTING RESIDENCE		
MONTH	DAY	YEAR	STATE AND CONG. DISTRICT	COUNTY	CITY OR TOWN	
10	5	1919	Texas 17th	Taylor	Abeline	
SEX	M	RACE	W	MILITARY SERVICE _____		YES _____ NO _____
RETIREMENT AGE				MILITARY PENSION OR WAR RISK COMPENSATION _____		YES _____ NO _____

[illegible]

EDUCATION:

(INDICATE NUMBER OF YEARS)

COMMON SCHOOL

1 2 3 4 5 6 7 8

HIGH SCHOOL

1 2 3 4

COLLEGE

1 2 3 4

DEGREES, IF ANY.

SPECIAL QUALIFICATIONS

MOORE JAMES WALTON
(SURNAME) (FIRST NAME) (SECOND NAME)

